

## AIR Installation Procedures.txt

### INSTALLATION AND USE OF THE MSHP ALCOHOL INFLUENCE REPORT

#### INTERNET DOWNLOAD

Double-click on the link entitled "Alcohol Influence Report Setup" and follow on-screen prompts to save the installation file to your computer. Follow instructions in item IV below to install the application.

#### I. APPLICATION DEVELOPMENT AND DESIGN

This Microsoft word form was created by the Research and Development Division Forms Section of the Missouri State Highway Patrol using Microsoft word 2000. It should run properly in Microsoft word 2000, XP, and 2003. The installation process also contains a version of the AIR for use in word 2007. During the installation process, select the version of the AIR you want to install.

This form was approved for use by the Driver License Bureau of the Missouri Department of Revenue prior to release.

This product was designed to work with the databases the Patrol uses in association with the Automated Accident Report application. If you do not have these databases the form should not malfunction; however, the functions pulling data from the database will obviously not work.

#### II. TESTING ON NON-PATROL COMPUTERS

At this writing, the application has been minimally tested on non-Patrol computers. So you are, in effect, testing this for us. If you have problems or questions with the application, contact us at 573-751-8444, Mon-Fri, 7:30 am to 5:30 pm. We will try to resolve your problem promptly and send you a patch to fix the problem. During the testing phase we recommend you handwrite the first few reports and enter the information into the electronic application later. After you feel comfortable with the reliability of the form on your computer system you may begin using the electronic version as you are processing the violator.

#### III. MANUAL

The completion manual included with this application was written for MSHP officers using standard Patrol computers with like configurations. This application contains many features that other automated versions may not have. We recommend you read the manual before you begin using the application. Please keep in mind that instructions regarding the database features will not apply to outside agencies unless they have the MSHP version of the Automated Accident Report installed on their computers. The rest of the information in the manual should apply to any user. The editable word version of the manual is included and can be located in the same folder as all the other AIR files. You may modify this manual as you wish and convert your version to a PDF. If you give your PDF the same name as the one in the folder, users will open your version of the manual from the link in the Start-All Programs.

#### IV. INSTALLATION

You should be an administrator on the computer to install this application. If you are not an administrator, the application should still install but there are a couple things you must do manually. We will cover these in the section entitled "NON-ADMINISTRATIVE INSTALLATION."

Important: Close word and all Microsoft Office application prior to installing. Some applications, such as Outlook, may have word open in the background; this causes some of the installation procedures to fail during setup.

#### Installation From CD

1. Insert the CD into the CD drive of the computer.
2. Open the CD drive through My Computer. Double-click on the "AIR\_Install" file.
3. Follow the on-screen prompts.
4. After installation the CD may be removed.

## AIR Installation Procedures.txt

### Installation From Internet Download

1. Right-click on "AIR Installation Program" and select "Save Target As..." to save the installation file to your computer.
2. Double-click on the "AIR\_Install" file.
3. Follow the on-screen prompts.

The Default installation procedure creates a folder named "MSHP Forms" on the root directory of the C:\ drive and places all the files necessary for the AIR application to function in that folder. However, during installation you may select any location on your computer and the application will be installed in that folder.

### V. NON-ADMINISTRATIVE INSTALLATION

The macro security in Microsoft Word must be set to low for the automation capabilities of the application to work. If you are an administrator, this will be set by the installation program. If you are not an administrator on the computer the function that changes the macro security in Word to low may not work. Follow the instructions below to ensure that the macro security in Word is set to Low:

1. Open a blank Word document.
2. Click on "Tools" in the menu bar.
3. Select "Macro" from the Tools menu.
4. Select "Security" from the Macro sub-menu.
5. Select "Low" on the "Security Level" tab of the Security dialog box.
- 5a. OPTION: If you are concerned about setting security to Low, you may select "Medium"; however, you will be prompted to "Enable Macros" each time you open the AIR application. You must select "Enable Macros" each time to ensure the automation of the form works.
6. Close the blank Word document. There is no need to save it.

### VI. LOCATING AND OPENING THE APPLICATION

After you have installed the application and have ensured that macro security in Word has been set to low, click on the Windows "Start" button. Then select "All Programs". A new shortcut has been placed in the menu entitled "MSHP Alcohol Influence Report". When you click on this shortcut you will see five options in the sub-menu.

1. AIR User Manual: Click on this to view the AIR manual in PDF format. You must have the free Adobe Acrobat Reader on your computer to open and/or print the manual.
2. ALCOHOL INFLUENCE REPORT: Click on this to launch a new blank AIR from the template. You will be prompted to save the new blank document when it opens.
3. Set Macro Security - High: If you have administrative privileges, click this option to reset your macro security in Microsoft Word back to "High". If you are not an administrator, you must follow the instructions in NON-ADMINISTRATIVE INSTALLATION and select "High" instead of Low or Medium.
4. Set Macro Security - Low: If you have administrative privileges, click this option to reset your macro security in Microsoft Word to "Low". If you are not an administrator, you must follow the instructions in NON-ADMINISTRATIVE INSTALLATION and select "Low" or "Medium".
5. Uninstall MSHP Alcohol Influence Report: Click this to uninstall the application from your computer. If you installed the application in the default "C:\MSHP Forms\" folder and there are no files in the "MSHP Forms" folder other than those installed by the installation program, the uninstall program will delete the empty MSHP Forms folder from your C:\ drive.